

## REAL ESTATE APPRAISER APPLICATION INFORMATION

For your convenience the following is a summary of qualifications and procedures for obtaining licensure/certification as a real estate appraiser.

### Application Procedures

1. Submit a **fully completed** application.
2. The application includes a Consent of Service which must be completed by all out-of-state applicants.
3. Attach **copies** of all education documentation.
4. Enclose a completed experience log. No credit will be granted for restricted appraisal reports.
5. Enclose application fee of \$246.00. Make check or money order payable to Washington State Treasurer. **Fees are nonrefundable.**
6. Mail application, documentation, and fee to the Appraiser Section at the address above.
7. Allow a minimum of two weeks for processing. The Department of Licensing will review the application and determine eligibility for examination. The applicant will be sent an examination approval letter indicating approval to sit for the appropriate examination or be sent a letter of explanation as to why approval has been denied.
8. When an applicant receives the approval letter, a toll-free number will be provided to call and schedule the examination date and location. **Examinations are by appointment only with Promissor.** An approval letter from the Department of Licensing is required to be admitted into the examination.

#### A. State-Certified General Real Estate Appraiser Classification Requirements

To qualify for certification examination for state-certified general real estate appraiser, you must:

1. Successfully complete a total of 180 classroom hours of approved real estate appraisal courses, which includes a 30 classroom hour course in the basic principles of real estate appraising and a 15 classroom hour course in the Uniform Standards of Professional Appraisal Practice (USPAP). The balance of classroom hours over those required for basic principles of real estate appraising and USPAP must be spent in approved appraisal courses of at least 15 classroom hours in length that include an examination.

2. Possess 3000 hours of appraisal experience obtained continuously over a period of no less than 30 months. At least 1500 hours must be in non-residential appraising. Hours may be treated as cumulative in order to achieve the necessary hours of appraisal experience.

#### B. State-licensed Real Estate Appraiser Classification Requirements

To qualify for examination for state-licensed real estate appraiser, you must:

1. Successfully complete a total of 90 classroom hours of approved real estate appraisal courses, which includes a 30 classroom hour course in the basic principles of real estate appraising and a 15 classroom hour course in the Uniform Standards of Professional Appraisal Practice (USPAP). The balance of classroom hours over those required for basic principles of real estate appraising and USPAP must be spent in approved appraisal courses of at least 15 classroom hours in length that include an examination.
2. Possess two years (24 calendar months and 2000 hours) of real estate appraiser experience. Hours may be treated as cumulative in order to achieve the necessary hours of appraisal experience.

#### C. State-certified Residential Real Estate Appraiser Classification Requirements

To qualify for certification examination for state-certified residential real estate appraiser, you must:

1. Successfully complete a total of 120 classroom hours of approved real estate appraisal courses, which includes a 30 classroom hour course in the basic principles of real estate appraising and a 15 classroom hour course in the Uniform Standards of Professional Appraisal Practice (USPAP). The balance of classroom hours over those required for basic principles of real estate appraising and USPAP must be spent in approved appraisal courses of at least 15 classroom hours in length that include an examination.

2. Possess 2500 hours of appraisal experience obtained continuously over a period of no less than 24 months. Hours may be treated as cumulative in order to achieve the necessary hours of appraisal experience.

### **Experience Log**

An experience log of appraisal assignments is required. The work product claimed for experience credit must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) or WAC 308-125-070(3) and be verifiable.

Hours claimed must not exceed the maximum credits allowed per WAC 308-125-075. Limited Appraisals with a Summary Report will be granted eight (8) hours. No credit will be granted for Restricted Appraisal Reports or Administrative Reviews.

### **Audit Procedures**

The Department of Licensing may require submission of additional information at the time of audit. To demonstrate experience the department requires submission of a log which details hours claimed for experience credit. The department may also require an affidavit from an employer concerning the applicant's length of experience. Appraisers are required to retain appraisal records for a period of at least five (5) years. The Department may request submission of other written reports or file memoranda to verify experience credit. Failure to provide the necessary proof of the experience claimed may result in action being taken. The experience audit may be completed either before or after licensure/certification.

### **Reciprocity**

At this time, Washington State has reciprocity agreements with Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Georgia, Idaho, Kentucky, Louisiana, Maine, Massachusetts, Missouri, Montana, Nebraska, New Hampshire, North Carolina, Ohio, Oklahoma, Oregon, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, and Wyoming. If an appraiser is licensed/certified in one of those states, a Washington real estate appraiser license/certificate may be obtained by satisfying all requirements for reciprocity in effect at the time of application. The reciprocal application includes a Consent to Service which must be notarized.

### **Examination Procedures**

The tests will be administered by Promissor, on EXPro, an electronic examination administration process that provides on site score reports to candidates immediately on completion of the examinations. The examinations are given at established test centers listed on the Test Center and Fee Card that accompanies the EXPro handbook.

### **Reexamination**

An applicant who has failed the examination will receive instructions at the test site on how to apply for reexamination, and fees required. An applicant has six months from the date of application approval to successfully complete the examination.

### **Licensing/Certification Procedures**

Upon notice of passing the examination, an applicant will receive the appropriate information for licensure/certification and required fees.

### **License History**

A license history may be obtained upon written request by submitting a \$27.00 fee. Make check or money order payable to the Washington State Treasurer.

### **Expiration of Licensure/Certification**

For applicants who are granted licensure/certification, that license/certification will expire on the second birthday following the date of issuance. Approximately 45-60 days prior to expiration, a renewal notice will be mailed to the **last address of record**. Per WAC 308-125-110, it is essential that a current address be kept up-to-date with the Department at all times. If a license/certification is not renewed within 12 months following the renewal date, the license/certificate will be canceled.

Appraiser's are responsible for maintaining their license/certificate at all times.

### **Renewal Procedures**

1. Successfully complete a total of twenty-eight (28) classroom hours of approved continuing education courses or seminars, within the licensed/certified term immediately preceding renewal.
2. Submit copies of all education documentation.
3. Complete and sign affidavit, which is attached to the renewal form.
4. Submit **\$407.00** renewal fee (a **\$38.00** late fee is required if submitted after expiration date). Make check or money order payable to Washington State Treasurer.
5. A fifteen hour USPAP course must be completed for every other renewal period (every four years).

If you have any questions, please contact the Real Estate Appraiser Section at (360) 664-6504, by FAX at (360) 586-0998, or e-mail: realestate@dol.wa.gov.